

NSW Smart & Skilled Student Application & Consent Form

NTA is required to collect the following additional information for students that wish to undergo eligibility assessment for the NSW Smart & Skilled course subsidy program. This additional information will assist NTA to determine subsidy eligibility status.

STUDENT DETAILS

Please fill this form using Capital letters

First Name Middle Name

Family Name:

Mr. Miss Mrs. Date of Birth Male Female Other

Address:

Suburb: Post Code:

Work Phone: Mobile:

Email:

EMERGENCY CONTACT DETAILS

Emergency Contact Name: Relationship:

Phone: Mobile Number:

Are you a Permanent Resident of Australia: Yes No

Are you a Citizen of Australia: Yes No

Please attach a copy of your Passport and Proof of Age Card/ License. All photocopies must be attested by the company seal or by JP.

UNIQUE STUDENT IDENTIFICATION NUMBER (USI)

Do you have a Unique Student Identifier Number?

(Please go to www.usi.gov.au and create USI by following the steps in Create USI section on the website.

Note: Students must provide with USI to continue to finalise the Smart and Skilled application form)

If Yes Please provide the USI number bellow

NO & I give permission to NTA to create a USI on my Behalf
(Please sign Privacy Notice-USI form on page 10)

How would you like to do your course: (Please circle one from the below)

Classroom

Online or correspondence

Blended

As a Traineeship with my employer's Permission

Mixed Mode

Course Code and Name

Code	Name
<input type="checkbox"/> HLT33115	Certificate III in Health Service Assistance (Acute Care)
<input type="checkbox"/> CHC43015	Certificate IV in Ageing Support
<input type="checkbox"/> CHC43121	Certificate IV in Disability Support
<input type="checkbox"/> CHC43415	Certificate IV in Leisure and Health
<input type="checkbox"/> CHC52021	Diploma of Community Services (Case Management)
<input type="checkbox"/> CHC33021	Certificate III in Individual Support (Ageing)
<input type="checkbox"/> CHC33021	Certificate III in Individual Support (Disability)
<input type="checkbox"/> CHC43315	Certificate IV in Mental Health

Education History

The highest qualification I have completed is:

Not including the course/s you are seeking to enrol in now, how many other government subsidised courses have you enrolled to undertake this year? Include training you have enrolled in to undertake at this and other training providers but not yet started.

One Two Three or more

Not including the course/s you are seeking to enrol in now, how many other government subsidised courses are you undertaking training in at the moment?

One Two Three or more

Fee Free Traineeships

NSW trainees, including school-based trainees, whose traineeship qualification is funded under Smart and Skilled and who commence subsidised training on or after 1 January 2024 are eligible.

I declare I fit one of the following categories (as ticked):

- Trainee who commences subsidised training for the first time on or after 1 January 2024.
- Trainee whose traineeship was cancelled and subsequently recommenced a traineeship in the same vocation with a different employer and recommence subsidised training on or after 1 January 2024.
- Trainee whose traineeship was cancelled and subsequently commenced a new traineeship in a new vocation with the same/different employer and commence in subsidised training on or after 1 January 2024.
- A trainee who has completed a traineeship and is undertaking a subsequent traineeship and is commencing the subsidised training in the subsequent traineeship on or after 1 January 2024.

I declare that neither of the following two specific exclusions apply to me:

I AM / I AM NOT (please circle as relevant) a NSW trainee who commenced subsidised training prior to 1 January 2020 and subsequently, on or after 1 January 2024 is recommencing their subsidised training with the same provider, and is employed by the same employer and in the same vocation.

I AM / I AM NOT (please circle as relevant) a NSW trainee who commenced subsidised training prior to 1 January 2020 and subsequently, on or after 1 January 2024 recommences their subsidised training, changes provider and remains party to a training contract with the same employer and in the same vocation.

Declaration

I declare the following to be true and accurate statements:

- I live or work in NSW.
- I am not enrolled in a school, including Government, Non-government, Independent or Catholic school.
- I will provide evidence of citizenship on request, including one of the following:
 - o An Australian or New Zealand birth certificate;
 - o Australian or New Zealand Passport; or
 - o Green Medicare Card; or
 - o Naturalisation Certificate.
- If under 17 years of age, I confirm I have achieved Year 9 completion or equivalent.
- I understand that my enrolment in the above qualification/s may be subsidised by the NSW and Commonwealth Governments under the NSW Smart & Skilled Program. I understand that enrolling in the above qualification/s may affect my future training options and eligibility for further government subsidised training under the Smart & Skilled Program.
- All information I have provided to NTA, in connection with this application for NSW Smart & Skilled course subsidy is true, accurate, complete and not misleading in any way.
- I confirm I have been made aware of any subcontracting arrangements relevant to my course enrolment (if applicable).
- I confirm I have been provided with the details of the fee chargeable and other required student information (via the Student Handbook); including:
 - o Fee Information;
 - o Information regarding Recognition of Prior Learning, Credit Transfer, deferring or discontinuing Subsidised Training (including any implication on fees);
 - o VET Student Loans Program Information (if applicable);

- o Consumer Protection Information;
- o Subcontractor Information (if applicable);
- o What I should do if they want to defer or discontinue my training;
- o How to access support and assistance during the training; and
- o Contact details for various support services within NTA.

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Applicant Signature:		Date:	
If the applicant is under the age of 18 years, the enrolment application must also be signed by a relevant parent or guardian:			
Parent / Guardian Name:	<input style="width: 100%;" type="text"/>		
Parent Guardian Signature:		Date:	

Consent to use and disclosure of personal information

I (First, middle and last Name)
of (current residential address)
with date of birth

understand and agree that, under the Data Provision Requirements 2012, NTA is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together Personal Information) and disclose that **Personal Information** to the National Centre for Vocational Education Research Ltd (**NCVER**).

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed by NTA for statistical, regulatory and research purposes. NTA may disclose my personal information for these purposes to third parties, including:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Industry (**Department**);
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal Information disclosed to NCVET may be used or disclosed for the following purposes:

- issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

I may receive an NCVET student survey which may be administered by an NCVET employee, agent or third party contractor. I may opt out of the survey at the time of being contacted.

NCVET will collect, hold, use and disclose my Personal Information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website at www.ncvet.edu.au).

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with NTA for the purposes of evaluating and assessing my subsidised training. I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

PRINT FULL NAME:

SIGNATURE: DATE:

Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required

PRINT FULL NAME OF GUARDIAN:

SIGNATURE OF GUARDIAN DATE

NSW Smart and Skilled
www.education.nsw.gov.au
Phone: 1300 77 21 04

NSW Smart & Skilled Fee Concession / Exemption Application

STUDENT DETAILS

Given name (Legal Given Name)

Middle name

Surname (Legal Given Surname)

Course code and name

Fee Concession

Commonwealth Government welfare benefit or allowance

I seek a fee concession on the basis that I am a:

- Recipient of a specified Commonwealth Government welfare benefit or allowance:
- Age Pension;
 - Austudy;
 - Carer Payment (this category does not include the Carer Allowance or Carer Adjustment Payment);
 - Disability Support Pension;
 - Farm Household Allowance;
 - Family Tax Benefit Part A (maximum rate);
 - JobSeeker Payment;
 - Parenting Payment (Single);
 - Special Benefit;
 - Veterans' Affairs Pensions;
 - Veterans' Children Education Scheme;
 - Widow Allowance; and
 - Youth Allowance.

Recipients must provide evidence as follows:

- A letter from the Department of Human Services (Centrelink) confirming receipt of the benefit. The letter should clearly show the Centrelink Reference Number (CRN) and the benefit or allowance category; or
- A current concession card that shows the CRN and clearly shows the benefit or allowance category; or
- A current Centrelink income statement that clearly shows the CRN and the benefit or allowance category; or
- Any other evidence that clearly shows the CRN and the benefit or allowance category; or
- Documentary evidence from the Department of Veterans' Affairs stating their pension/benefits status; or
- For people applying for Austudy or Youth Allowance, an approval letter from Centrelink that shows the CRN and indicates that commencement date of their benefit is within two weeks of their enrolment or two weeks within the date of the first class attendance or participation in training.

OR

- Dependent child, spouse or partner of someone who is receiving a specified Commonwealth Government welfare benefit or allowance.

An individual who is seeking a concession as a dependent child, spouse or partner of someone who is receiving a specified Commonwealth Government welfare benefit or allowance must provide documentary evidence that Centrelink recognises the individual as the dependant. The evidence should clearly show the CRN of the benefit or Commonwealth Government welfare recipient

Fee Exemption

Australian Aboriginal and Torres Strait Islander students

I declare that I am of Australian Aboriginal and Torres Strait Islander descent and am able to provide documentary evidence of community identification, if required.

Students with a disability

I seek a fee exemption on the basis of my disability.

Evidence to be provided:

- A letter from Centrelink confirming receipt of the Disability Support Pension. The letter should clearly show the Centrelink Reference Number (CRN); or
- A current Disability Pensioner Concession Card that shows the CRN; or
- A current Centrelink income statement for the Disability Support Pension, which clearly shows that income is for the disability pension and also shows the CRN; or
- Any other evidence that clearly shows the CRN and confirms receipt of the Disability Support Pension; or
- Documentary evidence of support demonstrating a clear additional need as a result of the student's disability. This evidence must be a letter or statement from:
 - o a medical practitioner; or
 - o an appropriate government agency such as Veteran's Affairs or a TAFE NSW teacher consultant (for students with a disability), a school counsellor or special education coordinator, Centrelink, a Disability Service Provider, or a Job Capacity Assessor; or
 - o a specialist allied health professional (including a rehabilitation counsellor, psychologist, speech pathologist, or occupational therapist).

OR

I seek a fee exemption on the basis that I am a dependant of a person with a disability.

An individual who is seeking an exemption as a dependant child, spouse or partner of someone who is receiving a Commonwealth Government Disability pension must provide documentary evidence that Centrelink recognises the individual as a dependant. The evidence should clearly show the CRN of the Disability Pension Recipient.

Refugees and asylum seekers

I seek a fee waiver on the basis of my refugee or asylum seeker visa status.

Note you will need to provide visa documentation, or documentation such as an ImmiCard where appropriate, which states that you hold one of the following visas:

Permanent visas

- Emergency rescue visa (Subclass 203)
- Global special humanitarian programme visa (Subclass 202)
- In-country special humanitarian programme visa (Subclass 201)
- Protection visa (Subclass 866)
- Refugee visa (Subclass 200)
- Woman at Risk visa (Subclass 204).

Temporary visas

- Bridging Visa A (BVA)
- Bridging Visa B (BVB)
- Bridging Visa C (BVC)
- Bridging Visa D (BVD)
- Bridging Visa E (BVE)
- Safe Haven Enterprise visa (Subclass 790)
- Temporary Humanitarian Concern visa (Subclass 786)
- Temporary Humanitarian Stay visa (Subclass 449)
- Temporary Protection visa (Subclass 785)

Fee Free Scholarship

Eligibility

Smart and Skilled eligible students undertaking a full qualification up to and including Certificate IV may be eligible for a Smart and Skilled Fee-Free Scholarship if they are:

Aged between 15 and 30 (inclusive) at the start date for training and eligible for a concession fee (i.e. a Commonwealth Government welfare recipient)

OR

Meet the Out-of-Home Care definition at the time of enrolment and are:

- Aged 15-17 years and currently in out-of-home care, or
- Aged 18-30 years and previously in out-of-home care.

OR

Aged 15 and over and be able to disclose (self-declare) at enrolment that they meet the domestic and family violence definition.

Individuals are eligible for one scholarship per financial year and a maximum of two scholarships over four financial years (ending 30 June 2025).

There is a limit of 50,000 Smart and Skilled Fee-Free Scholarships per financial year. This limit does not apply to students who meet the fee-free criteria who are living in social housing in NSW or on the NSW Housing Register (waiting list); or students who meet the out-of-home care criteria for a fee-free scholarship.

Social Housing Status

For the purposes of the Smart and Skilled Fee-Free Scholarship scheme, "NSW Social Housing" includes tenants of the following (select the situation relevant to you):

- Public housing (owned and managed by the NSW Government or managed by a community housing provider)
- Community housing (owned and/or managed by community housing providers)
- Aboriginal housing (owned and/or managed by the Aboriginal Housing Office (AHO) and Aboriginal Community Housing Providers)
- Clients receiving crisis accommodation/supported accommodation (Specialist Homelessness Services)
- Clients receiving private rental assistance funded by Family and Community Services (for example: private rental subsidy, rental bond loans, tenancy guarantees)
- A social housing resident or person on the NSW Housing Register (waiting list)

Fee Free Scholarship

Out of Home Care Status

The term 'out-of-home care' is defined in section 13.5 of the Children and Young Persons (Care and Protection) Act 1985 and refers to children or young people who are cared for by a person other than their parent, in a place that is not their usual home. Children and young people enter out-of-home care because they are in need of care and protection.

There are two main types of out-of-home care:

- Statutory care - where the Children's Court has made a Care Order placing the child or young person in the parental responsibility of the Minister for Family and Community Services;
- Supported care - where the Secretary of Family and Community Services forms the opinion that the child or young person is in need of care and protection.

Children and young people in out-of-home care usually reside with relative/kinship carers, foster carers or in residential care services.

For students currently in out-of-home care, you will need to provide:

- A copy of the Children's Court Care Order; or
- A copy of the 'Confirmation of Placement' letter; or
- A letter from Family and Community Services or the Out-of-Home Care Designated Agency verifying that the student is in statutory or supported care; or
- Any other evidence which clearly shows that the student is in out-of-home care.

For students previously in out-of-home care:

- A copy of the expired Children's Court Care Order; or
- A copy of the 'leaving care' letter from the Minister for Family and Community Services; or
- A letter from Family and Community Services verifying the student was previously in statutory or supported care; or
- Any other evidence which clearly shows that the student was previously in out-of-home care.

Domestic & Family Violence

For the purposes of the Smart and Skilled Fee-Free Scholarship scheme, people who have experienced or are experiencing domestic and family violence or their dependants must have a letter of recommendation from a domestic and family violence service, refuge or other support agency.

A student who meets the domestic and family violence criteria who seeks a Smart and Skilled Fee-Free Scholarship will need to confirm by student declaration/signature that they meet the eligibility criteria, and provide supporting evidence.

A letter of recommendation is required from a domestic and family violence service, refuge or other support agency such as:

- Legal Aid NSW through their Women's Domestic Violence Court Advocacy Services
- Organisations who provide Integrated Domestic Family Violence Services
- Organisations who provide Staying Home, Leaving Violence services
- Organisations who deliver Specialist Homelessness Services (i.e.: refuges and crisis accommodation)
- Domestic Violence NSW
- Any other organisation which clearly shows that the student is or has been previously receiving support services for domestic and family violence (for example a non-government organisation or charity that is self-funded).

NSW Smart & Skilled – Subsidy Eligibility Assessment

NTA is required to collect the following additional information for students that wish to undergo eligibility assessment for the NSW Smart & Skilled course subsidy program. This additional information will assist NTA to determine subsidy eligibility status.

Enter the student's full name		
Given name (Legal Given Name)	Middle name	Surname (Legal Given Surname)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Entitlement Foundation Skills & Full Qualifications Target Priorities Prevocational Part Qualifications & Full Qualifications		

NSW Residency Status – Living or Working in NSW

Aged 15 years or older;

AND

A NSW resident or worker; OR

Lives in a defined interstate NSW border area (as identified by a postcode in the NSW list set out in the Operating Guidelines) and is Australian Aboriginal or Torres Strait Islander;

AND

No longer be at school or equivalent (Note Home schooled students are eligible)

If any of the above do not apply unfortunately the student is NOT ELIGIBLE for a Smart & Skilled subsidised place.

Citizenship Status

An Australian Citizen OR A permanent Australian resident OR

A humanitarian visa holder OR A New Zealand Citizen

If none of the above apply unfortunately the student is NOT ELIGIBLE for a Smart & Skilled subsidised place.

Document Verification

Where documentation is provided by the student, is a copy of the original, the copy must be an 'original copy' certified by a person who is on the list of approved witnesses who can verify documents. A list of approved witnesses is available at the Commonwealth Attorney General's Department website at:

www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx.

Where NTA personnel are verifying the student documentation:

1. The original documentation is sighted.
2. Where there is doubt over the authenticity of a document, the document is confirmed with the relevant issuing organisation.
3. A copy of the original documentation is taken.
4. The NTA representative may certify the documentation by signing and dating that the documentation has been verified, with the statement "I confirm that this document is a true and accurate copy of the original".

Student Course Fees Agreement

Disclaimer

The information provided in this example document is of a general nature. It is not a substitute for legal advice. This guide has been prepared in good faith.

Neither VET, nor its consultants, agents, or staff shall be responsible in any way whatsoever to any person in respect to the report, including errors or omission therein, however caused.

Registered Training Organisations should access specific, individual legal advice relevant to their particular operating environment and organisational characteristics where required.

Compliance Focus

The information provided in this example document is aimed at supporting compliance with the following requirements:

- Competition and Consumer Act 2010 (Cth) including Australian Consumer Law;
- VET Quality Framework, including the Standards for RTOs 2015;
- NSW Smart & Skilled 2024-25 Contract, Operating Guidelines and policy positions;
- The Higher Education Support Act 2003 (Cth) and VET Student Loans Act 2016 (Cth) for VET Student Loans arrangements; and
- Alignment with the general requirements of other state jurisdictional subsidy contract requirements.

Due to the legal nature of the Student Course Fees Agreement, RTOs are recommended to access formal legal advice on exact entity needs before implementation.

Course Fees Agreement

This Course Fees Agreement is designed to clearly outline:

- The full terms of the agreement for your selected course service;
- The total fees payable, including fees for all additional items;
- Your 'cooling-off' and termination rights; and
- Relevant declarations and confirmations required to commence course services.

Important Notice to the Consumer

You have a right to cancel this agreement within 10 business days from and including the day after you signed or received this agreement. Details about your additional rights to cancel this agreement are set out in the information attached to this agreement.

Cooling Off Period

You have 10 business days to change your mind and cancel your course services. During the cooling-off period NTA does not provide any services or accept any payment. For course services negotiated by telephone, the cooling-off period begins on the first business day after you receive this document. For other agreements, the cooling-off period begins on the first business day after the agreement was made (this Course Fees Agreement being signed). You may terminate your course services verbally or in writing. The termination date is when you give or send notice to NTA.

Confirmation of Receipt of Agreement

Student Signature:

Date:

If the Student is under the age of 18 years, the enrolment application must also be signed by a relevant parent or guardian:

Parent / Guardian Name:

Parent Guardian
Signature:

Date:

Information for Enrolment Offer

NTA is pleased to advise that your enrolment application has been accepted and you have been offered a course place as follows:

Student details: student full name:	
Course of study: Insert course code, course name & release number Course Status: Current / Superseded	

Note: the following table may be deleted if training plan, course schedule or similar including this information is attached to the Course Fees Agreement

Estimated duration:	
Locations(s) of training & assessment:	
Mode(s) of delivery:	
Work placement arrangements	

NTA confirms the following third party is involved in the provision of training and/or assessment services for your course of study:

Confirmation of Enrolment

Your enrolment application into your selected course program is considered accepted and enrolment confirmed once you sign and return this Course Fees Agreement. The date on which this statement agreement is signed is confirmed as being your official date of enrolment.

Acknowledgement of Terms and Conditions

In accepting this agreement I confirm that:

- The information I have provided throughout the enrolment and pre-training review process is true, accurate, complete and not misleading.
- I have read the terms and conditions of my course as stated within the documentation provided and I agree to abide NTA's terms and conditions, as varied from time to time.
- I agree to participate in NCVET and/or other government and RTO surveys provided throughout and after my training.
- All information I have provided to NTA, in connection with this application for NSW Smart & Skilled course subsidy is true, accurate, complete and not misleading in any way.
- I have been made aware of any subcontracting arrangements relevant to my course enrolment (if applicable).
- I have been provided with the details of the fee chargeable and other required student information (via the Student Handbook); including:
 - o Fee Information;
 - o Information regarding Recognition of Prior Learning, Credit Transfer, deferring or discontinuing Subsidised Training (including any implication on fees);
 - o VET Student Loans Program Information (if applicable);
 - o Consumer Protection Information;
 - o Subcontractor Information (if applicable);
 - o What I should do if they want to defer or discontinue my training;
 - o How to access support and assistance during the training; and
 - o Contact details for various support services within NTA.

Consent

In accepting this agreement I confirm that:

- I give NTA permission to use photos in public material and social media (including any photos where I may be recognised) as may be useful.
- I authorise images of my participation in training to be used by NTA for future marketing and business purposes.
- I understand that I retain the right to withdraw my consent at any time.

I choose to opt-out of this marketing and usage consent.

Signed and Confirmed Agreement			
Student Signature:		Date:	
If the Student is under the age of 18 years, the enrolment application must also be signed by a relevant parent or guardian:			
Parent / Guardian Name:	<input type="text"/>		
Parent Guardian Signature:		Date:	

Attachments

- ACL Termination Notice
- Schedule of Tuition Fees
- Training Plan (if apprenticeship / traineeship program)
- Course Schedule

Australian Consumer Law

Cancellation notice – Unsolicited consumer agreement

Right to cancel this agreement within 10 business day cooling-off period

You have a right to cancel this agreement without any reason within 10 business days from and including the day after you signed or received this agreement.

Extended right to cancel this agreement

If the supplier has not complied with the law in relation to unsolicited consumer agreements, you also have a right to cancel this agreement by contacting the supplier, either orally or in writing.

Refer to the information attached to this agreement.

You may have up to 6 months to cancel this agreement in certain circumstances.

To cancel this agreement in writing, complete this notice and send it to the supplier.

Alternatively, write a letter or send an email to the supplier.

Signed and Confirmed Agreement

Name:

Address:

Email (if any):

Fax number (if any):

Fax number (if any):

Signed by the consumer:

Date:

GOVERNMENT SURVEY

The Federal Government requires all colleges to collect these statistics to assist with educational planning. Your confidential as you are not identified with these statistics.

In which country were you born

Town/City of Birth

Do you speak a language or languages other than English at home?

No, English only Yes – please specify:

How well do you speak English?

Very well

Well

Not well

Not at all

Are you of Aboriginal or Torres Strait Islander Origin?

NO

YES

Do you consider yourself to have a disability, impairment or long term condition, or Are you a dependent child or spouse of a person in receipt of a disability Support Pension?

No

if Yes – please specify

Hearing/dea

Vision

Physical

Intellectual

Learning

Mental illness

Acquired brain impairment

Medical condition

Other – please specify

I am a dependent child or spouse of a person in receipt of a disability support pension.

Would you be able to provide Evidence of support the claim ?

Yes

No

Are you Registered with an employment Service Provider?

Yes

No

Name of the Employment Service Provider:

Client ID:

Have you been referred by your Employment Service Provider to do this Training

Yes

No

Provide your Training Referral ID:

What is your current employment status? (Please tick one)

Full-time employee

Part-time employee

Self-employed – not employing others

Employer

Employed – unpaid worker in family business

Unemployed – seeking full-time work

Unemployed – seeking part-time work

Not employed – not seeking employment

Unemployed for less than 12 months

Unemployed for longer than 12 months

Do you have evidence of being unemployed for over 12 months?

Yes

No

Are you Living in NSW Social Housing; or are you or your household on the NSW housing Register?

Yes

No

What is your highest completed school level?

- Year 12 Year 11 Year 10 Year 9 or lower

In what year, did you complete that school level?

And where?

**Study Reason- Of the following, which BEST describes your main reason for undertaking this course?
(Please tick)**

- To get a job To develop my existing business To start my own business
 To try for a different career To get a better job or promotion
 It was a requirement of my job For personal interest / self-development
 To get into another course of study Other reason

Have you successfully completed any of the following qualifications?

- No Yes

Please tick

- Bachelor Degree or Higher Degree Advanced Diploma or Associate Degree
 Diploma (or Associate Diploma) Certificate IV(or Advanced Certificate/Technician
 Certificate III (or Trade Certificate) Certificate II Certificate I
 Certificates other than the Above

How did you hear about Care Plus Training Pty Ltd T/A Nurse Training Australia (RTO ID: 41009)?

- Employer Internet Shopping centre
 Letterbox drop Newspaper ad Re-enrolment / member
 Newspaper insert Friend Advertisement
 Library

Other – please specify :

1. Explain in two sentences, why do you want to do this course?

2. Have you completed any of the units in this program before? If YES provide evidence Certificate or Statement of attainment of units previously completed or awarded.

3. Do you feel you will need any special assistance to complete this program?

4. Convert 1500ml into Litres

5. If you work from 7.00am to 9.30am, then from 11.30am to 4.15pm. How many hours and minutes do you work?

6. $4.8 \div 0.4 =$

7. A patient is ordered 200mg of aspirin. Each tablet contains 40mg. How many tablets should the patient receive?

8. What is 30% of 70

9. What is $\frac{7}{8}$ of 72?

10. If you have 720 packets of biscuits in 20 boxes how many packets of biscuits are in each box?

11. Please multiply 2.75 by 40

12. Butterflies are some of the most interesting insects on the planet Earth. There are more than seventeen thousand different kinds of butterflies! Butterflies come in all shapes and sizes.

Butterflies go through four main stages of life. The first stage is the egg stage followed by the larva stage. As a larva, or caterpillar, the future butterfly eats as much as possible. As it grows, it sheds its outer skin, or exoskeleton. This may happen four or five times. After a few weeks, the caterpillar enters the next stage of its life, the chrysalis stage. In the chrysalis, the caterpillar will liquefy into a soup of living cells. Then, it will reorganize into a butterfly and the metamorphosis is complete. In later parts of the chrysalis stage, you can see the forming butterfly through the chrysalis.

When the butterfly emerges from the chrysalis, it pumps its wings to send blood through them so that it can fly. Most butterflies only live a couple of weeks, just enough time to drink flower nectar and to mate. Some, like the Monarch Butterfly, however, may live many months.

a. What is the third stage of life for a butterfly?

b. How many stages of life does a butterfly go through?

c. In what stage does the metamorphosis happen?

d. Why does the caterpillar shed its skin?

Student Declaration:

I declare that all answers in the LLN test are my own work and that I did not use any equipment to complete any section.

Student Name:

Signature:

Date:

INDUCTION

COURSE NAME :

TRAINER & ASSESSOR :

DATE OF INDUCTION :

Please circle the below either **✓** / **X** if you have understood clearly

Course / unit / module to be delivered	✓	X
Introduction to trainer / assessor	✓	X
Orientation to NTA Premises including fire exits, toilets, fire warden, and evacuation zones etc.	✓	X
Qualification to be issued	✓	X
Training and assessment procedures	✓	X
Student Handbook has been read and Understood	✓	X
Work Placement obligations	✓	X
LLN Completed- issues to be identified	✓	X
Enrolment form has been completed-to ensure all AVETMISS Data collection form or survey is completed	✓	X

Course enrolment is for a set time and we offer a course extension of time

Our courses lengths are set at 26 Weeks for Certificate 3 in Individual Support(Ageing), Certificate III in Individual Support (Disability), and HSA, whereas 52 weeks (1 year part time) or 6 months (Full time) for Certificate IV in Ageing Support, Certificate IV in Disability Support, Certificate IV in Mental Health, Certificate IV in Leisure and Health and participants are expected to complete training and all assessments within the 34 weeks for certificate 3 in Aged Care & HSA, and 40-78 weeks for Certificate IV in Ageing Support, Disability, Leisure and Health, and Mental Health courses and 104 weeks for Diploma of Community Services from the commencement date in the confirmation of enrolment paperwork.

I, acknowledge that I have read and understood the Smart and Skilled Student Handbook, Notification of enrolment policy and Fee administration policy 2024-2025.

Signed:

Date:

DATA ENTRY CHECKLIST – OFFICE USE ONLY

State:		Course ID:		No		Yes		NOTES	
Parent ID:			Results entered:	No		Yes		USI:	
			Certificate issued:	No		Yes			
				No		Yes			